

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-2-10

9 February 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Three-Year Trial Period Procedures

RESCISSION: OPM 20-2-7 dated 27 September 1977

1. All full-time and part-time permanent staff employees entering on duty, except for reserve appointees, are subject to a three-year trial period. All personnel actions prepared on employees during their trial period will include in the Remarks section the comment "Trial Period will be completed (insert correct date).". The programming of the Performance Appraisal Reports (PARs)--12 months, 21 months, and 33 months--will serve as notification to supervisors that the trial period is passing and that a stand must be taken for or against retention. At the conclusion of the trial period, a personnel action must be prepared to remove the end-of-trial-period (ETP) date from PERSIGN so that an annual PAR call-up can be established for the employee. Any reservations regarding performance that still remain at the conclusion of the trial period may be specified on that personnel action, with the time limit within which they are to be resolved also specified.

2. Personnel Officers are responsible for ensuring that supervisors and reviewing officials comply with the PAR instructions (Form 45i - Directions for Completing Performance Appraisal Package) that state that for all employees in trial-period status, the first sentence of the narrative in Section D must include a recommendation for or against retention of the individual. When the recommendation is for termination, it must be accompanied by a memorandum of explanation addressed to the Director of Personnel and routed via the Head of the Career Service for concurrence. When the performance is not completely satisfactory but the recommendation is for further employee evaluation, the PAR must so indicate, be accompanied by a memorandum of explanation, and be routed in the same manner as a termination recommendation.

3. The following guidelines are provided for determining creditable time toward completion of the three-year period when individuals have been on leave without pay (LWOP), have had breaks in service, have converted from temporary to permanent appointment status, or to career staff status from contract or reserve status, or have had prior Federal service.

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OPM NO. 20-2-10

A. No Creditable Time

Summer Interns, Student Trainees, Summer-Only Employees, and Intermittent Employees will all be required to complete the full three-year trial period on entering on duty as full-time or part-time permanent staff employees.

B. Creditable Time Toward Completion of the Three-Year Trial Period

(1) LWOP

LWOP in excess of 30 calendar days will extend the trial period by the total amount of LWOP taken, including the initial 30 days.

(2) Conversion from Temporary to Permanent Appointment

Status

Trial-period credit will be given for the time served in temporary status if the conversion is at the same grade and with the same duties. If both factors are not present, the trial period will begin with the permanent appointment.

(3) Break in Service

The provisions of this section apply to all former employees, including former contract employees.

(a) If a former employee is reemployed after a break in service of more than three years, a three-year trial period will be required, beginning with the new entrance-on-duty (EOD) date.

(b) If the break in service is less than three years, the duties and responsibilities of the position for which reemployed are similar in level and nature to the position held at the time of resignation, and prior service was evaluated at least at PAR Level 3, credit will be given for the time previously served in trial status.

(c) If the previous service was less than three years, however, the balance of the three-year trial period must be served. Furthermore, the date set for completion of the trial period must allow time for a PAR, covering at least 90 days in the new appointment, to be submitted 30 days before the end of the trial period. Thus, the minimum requirement for completion of the trial period in such cases is 120 days.

OPM NO. 20-2-10

(d) If the break in service is less than three years, but the new position is unrelated to the one previously held (e.g., a clerk-typist who gets an academic degree and returns to duty as a professional employee), a new trial period of three years will be required.


(4) Conversion to Career Staff Status from Contract Employee or Reserve Appointment Status

(a) Creditable time toward the three-year trial period for employees converting from either contract or reserve status will be determined on an individual basis at the time of conversion. The decision will be made by the Director of Personnel on the basis of similarity of duties and responsibilities performed in contract or reserve status with those of the position to which appointed, grade comparability, PAR evaluations for the period of contract or reserve service, and the recommendation of the Head of the Career Service. The recommendation must include the rationale for waiving any part of the trial period requirement.

(b) Credit for contract or reserve appointment time will not normally exceed two years, regardless of the length of other service, and with few exceptions, all such converted personnel will be required to complete the third year of the trial period as staff employees.

(3) Prior Federal Service

For individuals who transfer directly to the Agency from elsewhere in the Government, up to two years of prior civilian Federal service may be credited toward completion of the Agency's three-year trial period. The amount of such credit depends on the length of that prior service, as determined by the Office of Personnel.


Acting Director of Personnel

OPM 4-82

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